

# MyTax.DC.gov User Guide: How to Request change of Mailing Address

Follow this step-by-step guide to learn how to submit an mailing address change via [MyTax.DC.gov](https://MyTax.DC.gov).



Username  
Password  
**Log In**  
Forgot username or password?  
New user?  
**Sign-up for MyTax.DC.gov**

Can't find what you're looking for? Enter keywords here to filter.

### Business

I want to...

- > Register a New Business - Form FR-500
- > Register a Special Event - Form FR-500B
- > Request a Certificate of Clean Hands

### Individual

I want to...

- > Check the Status of My Refund
- > Learn More About DC Freefile/Fillable Forms
- > Respond to Verification Letter
- > View Tax Forms

### Real Property

I want to...

- > Make a Real Property Payment
- > Search Real Property by Address or SSL
- > View More Options

### Clean Hands

I want to...

- > Request a Certificate of Clean Hands
- > Validate a Certificate of Clean Hands
- > Learn More About Certificate of Clean Hands

### Forms

I want to...

- > Submit an Extension
- > View/Retrieve Current Year Tax Forms
- > View/Retrieve Prior Year Tax Forms
- > View MeF Information

### Quick Links

I want to...

- > Submit a Customer Service Survey
- > View FAQs
- > View Tutorials
- > Contact OTR

### Quick Payments

I want to...

- > Pay with Credit/Debit Card

### Resources

I want to...

- > Go to OTR Homepage

### Submissions

I want to...

- > Retrieve a Saved Submission or Previously Filed

### Tax Law and Guidance

I want to...

- > View Private Letter Rulings
- > View DC Tax Code
- > View Tax Guidance Issued by OTR
- > View Notices

### Taxpayer Advocate

I want to...

- > View Taxpayer Bill of Rights
- > Request Assistance
- > En Español

### More...

I want to...

- > File Form FR-329 - Consumer Use Tax Return
- > Request Government Exemption
- > Request Residential Parking Exemption
- > Search for Certificate/License Exemptions

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1. From the MyTax.DC.gov homepage, go to the “Real Property” tab and locate your SSL/Address.
2. Once at your SSL/Address go to the “Applications and Actions” tab.
3. From your SSL/Address page, select “Request a Property Mailing Address Change.”



## Property Maintenance

### Real Property Maintenance Applications

- > [Request a Property Mailing Address Change](#)
- > [Submit the Combination/Division of A&T Lots Application](#)
- > [Submit the Unrecorded Subdivision/Condominium Plat Certification](#)
- > [Submit the Mixed Use Declaration](#)

4. Verify the Premise and Current Mailing Addresses.
5. Complete the Submitter Information click next

**Submitter Information**

Please enter your name and contact information.

First Name * <i>Required</i>	Email Address * <i>Required</i>	Phone Number * <i>Required</i>
Last Name * <i>Required</i>	Confirm Email Address * <i>Required</i>	Confirm Phone Number * <i>Required</i>

[Cancel](#) [< Previous](#) [Next >](#)

6. Next answer the ownership question and the reasoning for changing the mailing address

**Reasons** ⋮ Rollout Development Staging

Are you the property owner? \*

No  Yes

What is your relationship to the property owner?

Relationship Explanation

Reason for updating mailing address \*  
*Required*

Reason Explanation

[Cancel](#) [< Previous](#) [Next >](#)

7. Update new mailing address:

**New Mailing Address**

Street \*  
*Required*

Street 2	Unit Type	Unit
City * <i>Required</i>	State DC - DISTRICT OF COLUMBIA	Zip Code
Country USA		

8. Next add any attachments if necessary:

**Attachment Instructions**

Please include any examples of supporting documentation. If you are not the owner of this property, please also include a Letter of Agent Authorization.

**Attachments** [Add Attachment](#)

Type	Name	Size
There are no attachments.		

[Cancel](#) [< Previous](#) [Next >](#)

9. Review your new mailing address and then hit submit.